

SPECIAL DEVELOPMENT ZONE CHANGE & MASTER DEVELOPMENT SITE PLAN OR SITE PLAN AMENDMENT APPLICATION

(Adopted 8/15/98)



SPECIAL DEVELOPMENT

ZONE CHANGE & MASTER DEVELOPMENT SITE PLAN APPLICATION OR SITE PLAN AMENDMENT APPLICATION REQUIREMENTS INSTRUCTIONS

1. A *Special Development Zone Change/Master Development Site Plan Application* legally notarized with all applicable signatures as required.
2. A Copy of the *recorded deed of the parcel(s)* proposed for the Special Development.
3. A Special Development *filing fee* of **\$300** plus **\$30** per lot or acres whichever is greater, in addition to re-zoning fees of **\$300** or **\$10** per acre whichever is greater.
4. The following written statements:
 - a. If the applicant is acting as agent for the owner a *written, notarized authorization* is required.
 - b. A *written statement* expressing the *intent of the development*. Also identify in writing the owners designated *Single Point of Contact* for all formal communications.
 - c. A *written statement* identifying the *proposed method of sewage disposal*.
 - d. A *written statement* identifying the *proposed method of fire protection*.
5. A *letter* from the *local Fire District/Department* expressing their ability and/or capacity to give service to the proposed development. This statement must also indicate that the local Fire District/Department has also reviewed the proposed Master Development Plan and finds the proposed layout and fire protection plan addresses state and local fire code requirements.
6. A *letter* from the County Special District Coordinator stating that the proposed development is not encumbered by *County Improvement District Assessments*.
7. The subdivider shall file *five (5), full size, and copies* of the Master Development Plan in the office of the Development Services Department.
8. One 8 ½" x 11" *copy* of the *Master Development Plan* shall be submitted prior to the hearing(s).
9. Such other *supplemental information* as the Director or County Engineer may require ***to insure that the development would protect the public health, safety and general welfare.***
10. The following is a list of the *Master Development Plan* requirements:
 - a. The *size of the Master Development Plan* shall be 24 x 36 inches and shall be drawn to a 50, 100 or 200 foot to the inch scale, whichever is most appropriate to clearly present necessary details.
 - b. The *title of the map* and a *legal description of property*.
 - c. The *location, description and approximate acreage* of all *proposed uses*.

- d. The *name* and *address* of the *owner* and *subdivider*.
- e. The *name* and *address* of the *person preparing* the Master Development Plan.
- f. The *approximate acreage* and *overall dimensions* of the proposed development.
- g. A *north arrow*, the *drawing scale* and the *date* that the Master Development Plan was prepared.
- h. The *development boundary line* and *vicinity map*.
- i. The *existing use* of property immediately surrounding the development, along with *assessors parcel numbers*.
- j. The *names*, *locations* and *widths* of *adjoining streets*.
- k. All *identifying landmarks* and *existing structures*, both above and below ground.
- l. The locations of *proposed streets*.
- m. All *streets* and *rights-of-ways* providing *permanent access* to the development.
- n. The *widths* of *existing easements*, also identify the *function* of the *easements*.
- o. All *existing culverts* and *drain pipes*.
- p. All *water courses* and *channels* including proposed facilities for control of storm waters. Two (2) copies of the *preliminary drainage report* are required.
- q. All lands subject to *overflow*, *inundations* or *flood hazard*.
- r. All *existing rights-of-way*.
- s. Any *lands* and *parks* to be dedicated for public use.
- t. The *location*, *size*, *number* and *usage type* of proposed lots (i.e.; single family residential; multi-family residential; commercial; etc.).
- u. The proposed *yard setbacks*.
- v. An *approval block* with area for signature of the *Chairman* of the *Planning & Zoning Commission* and the signature of the *Chairman* of the *Board of Supervisors* include areas for dates.
- w. The *proposed open space* for *recreation* and *areas necessary to preserve a rural atmosphere*.
- x. The names of *utility companies* servicing the proposed development.
- y. Show *topographic contours* with maximum intervals as follows:

<u>Slope</u>	<u>Interval</u>
0 - 2%	1'
3 - 9%	2'
10%+	5'

- z. If the development is to be building in phases, the phases *uses* must be *clearly identified* on the *Master Development Plan*. The phases shall be *numbered* and a *boundary line* must be represented for each phase.
11. An additional ***separate Site Plan*** shall be prepared for *Special Development - Commercial/Industrial proposals*.

NAVAJO COUNTY PUBLIC WORKS DEPARTMENT

PLANNING & ZONING

P.O. Box 668, Holbrook, Arizona 86025, Phone: (928)-524-4100 Fax: (928) 524-4399

SITE PLAN

(Adopted 12/03/96)

1) **DEFINITION:**

A plan, prepared to **scale**, showing **accurately** and with complete dimensioning, the boundaries of a site and the location of all building, structures, uses and principal site development features proposed for a specific parcel of land.

2) **CHECKLIST:**

- a. Five copies of the site plan drawn to scale on a sheet of paper with a minimum size of 18"x 24", also include a reduced 8-1/2"x 11" copy.
- b. North arrow and scale.
- c. Property lines with dimensions.
- d. Property boundary by: metes and bounds or as a lot in a recorded subdivision; or by sectional breakdown; or by deed description.
- e. Location and dimensions of existing and proposed structures. (Buildings and fences by type & height, etc.)
- f. Distances from structures to property lines, septic and water well facilities.
- g. Location of existing and proposed utilities with dimensions from property lines or structures. (Septic systems, water wells, electrical service, etc.).
- h. Indicate all required yard setbacks from property lines and distances between buildings.
- i. Delineate all dedicated street right-of-ways, street names, drainage and utility easements.
- j. Indicate physical characteristics of property, drainage ways or watercourse alignment, slope and general topographical features.
- k. Show existing and proposed ingress and egress of the subject property.
- l. The rural address for the subject parcel.
- m. The existing zoning.
- n. Owners signature and date.
- o. The **Assessor's parcel number** for the subject parcel.

NOTE: Site Plan submittals for Special Use Permits for Manufactured Home Parks and Recreational Vehicle Parks must be prepared and certified by a Civil Engineer, Architect or Land Surveyor, registered within the State of Arizona. All submittals for manufactured Home Parks and Recreational Vehicle Parks must comply with the Subdivision Drainage and Floodplain requirements as noted in the Navajo County Tentative Plat Informational Supplement (1995). **The success of your request will be directly effected by the quality and accuracy of your Site Plan submittal.**

**NAVAJO COUNTY PUBLIC WORKS DEPARTMENT
PLANNING & ZONING**

Post Office Box 668 - 100 East Carter Drive
Holbrook, Arizona 86025
(928) 524-4100 FAX (928) 524-4399

**Special Development Zone Change and Master Development Site Plan Application
or Site Plan Amendment Application**

OWNER INFORMATION:

OWNER'S NAME: _____

AGENT/POINT OF CONTACT: _____

CONTACT PHONE NO.: _____ FAX NO.: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SUBJECT PARCEL INFORMATION:

LEGAL DESCRIPTION: T _____ N, R _____ E, SECTION _____, ASSESSOR PARCEL NO.: _____

SUBDIVISION NAME: _____ LOT: _____

RURAL ADDRESS: _____ AREA: _____

PARCEL SIZE: _____ DATE OF OWNERSHIP: _____

PRESENT USE OF PROPERTY: _____

GENERAL DIRECTION TO PARCEL: _____

CURRENT ZONING: (Please Check appropriate Zoning Classification)

____A-Gen ____RU-20 ____RU-10 ____RU-5 ____RU-1 ____R1-43 ____R1-10
____R-2 ____R-3 ____C-R ____I-1 ____I-2 ____Special Development

REQUESTED SPECIAL DEVELOPMENT ZONING: ____Residential ____Commercial ____Industrial ____Mixed ____

CALCULATED FEE: _____ (\$300 plus \$10 per lot or acre, which ever is greater, and Site Plan Review Fee of \$300 plus \$30 per lot or acre whichever is greater.)

OWNER'S AFFIDAVIT:

I, (print name) _____, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

Owner's Signature

STATE OF ARIZONA)

) SS

COUNTY OF _____)

Sworn and subscribed before me on this _____ Day of _____, 20_____

Notary Public

My Commission Expires